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# CERTIFICATION APPLICATION FORM

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| **BUSINESS INFORMATION**  (all questions are mandatory) | |  |
| 1 | Responsible entity name |  |
| 2 | Responsible entity ABN |  |
| 3 | Trading as (if applicable) |  |
| 4 | Responsible entity’s [ANZSIC class code](https://www.abs.gov.au/ausstats/abs@.nsf/0/20C5B5A4F46DF95BCA25711F00146D75?opendocument)  (4 digit class code only) |  |
| 5 | Provide a brief description of your business |  |
| 6 | Is your business registered as a charity or not-for-profit? |  |
| 7 | How did you hear about Climate Active? Internet search, referral, media/social media, our website, other – please describe |  |
| 8 | Primary contact name |  |
| 9 | Primary contact email |  |
| 10 | Primary contact phone |  |
| 11 | Secondary contact name |  |
| 12 | Secondary contact email |  |
| 13 | Secondary contact phone |  |
| 14 | Marketing/Communication contact name |  |
| 15 | Marketing/Communication contact email |  |
| 16 | Marketing/Communication contact phone |  |
| 17 | Formal contact name |  |
| 18 | Formal contact position title |  |
| 19 | Formal contact email |  |
| 20 | Formal contact phone |  |
| 21 | Business address |  |
| **Please complete the relevant questions relating to the certification you are applying for. All questions are mandatory.**  For an organisation certification please answer questions 22-31 and then 59-66  For a product certification please answer questions 32-39 and then 59-66  For a service certification please answer questions 40-47 and then 59-66  For a precinct certification please answer questions 48-52 and then 59-66  For an event certification please answer questions 53-58 and then 59-66.  **Questions 59 to 66 relate to all certification types and must be answered by all applicants.** | | |
| **ORGANISATION CERTIFICATION** | | |
| 22 | Describe what will be certified.  Please include the ABN of the certifying entity and indicate if you will be including any overseas assets within your certification boundary.  For example: Australian business operations of company ABC, ABN 123 456 789. |  |
| 23 | List all subsidiaries and child companies that will be included within your emissions boundary.  Describe or include an image of the organisational structure. Please include the ABN/ACN for all listed subsidiaries or child companies being included in the emissions boundary. |  |
| 24 | What is the estimated size of the carbon inventory?  • Less than 1,000 CO2-e  • Equal to 1,000 and less than or equal to 25,000 CO2-e  • Greater than 25,000 CO2-e  • Unknown at this time |  |
| 25 | What is the organisation’s annual turnover?  • Less than or equal to $10M  • Greater than $10M |  |
| 26 | What is the size of the organisation’s gross consolidated assets?  • Less than or equal to $30M  • Greater than $30M |  |
| 27 | How many full-time equivalent employees does the organisation have?  • Less than or equal to 30 full-time employees  • Greater than 30 full-time employees |  |
| 28 | How much of your carbon inventory will fit inside the small organisation boundary?  • Less than or equal to 80%  • Greater than 80%  The small organisation boundary is part of a pre-defined pathway to streamline the process for small businesses. View what is included in the boundary in the [Technical Guidance Manual](https://www.industry.gov.au/sites/default/files/2020-09/climate-active-technical-guidance-manual.pdf). |  |
| 29 | Choose your reporting period.  • Financial Year (FY): 1 July to 30 June  • Calendar Year (CY): 1 January to 31 December |  |
| 30 | What year do you want to certify?  Must not be a year greater than 2 reporting periods in the past.  This is the first year you will be purchasing and retiring offsets for. |  |
| 31 | Is this year also your base year? If not, what is your base year? |  |
| **PRODUCT CERTIFICATION** | | |
| 32 | What is the proposed functional unit?  For example: Kgs of CO2-e per planter pot |  |
| 33 | Describe the product variant(s)  For example: all planter pots in the Smith's planter pot range |  |
| 34 | Is your product opt-in? |  |
| 35 | Is your product cradle-to-grave or cradle-to-gate? |  |
| 36 | What is the estimated size of the carbon inventory?  • Less than or equal to 2,000 CO2-e  • Greater than 2,000 and less than or equal to 10,000 CO2-e  • Greater than 10,000 and less than or equal to 80,000 CO2-e  • Greater than 80,000 CO2-e  • Unknown at this time |  |
| 37 | Choose your reporting period.  • Financial Year (FY): 1 July to 30 June  • Calendar Year (CY): 1 January to 31 December |  |
| 38 | What year do you want to certify?  Must not be a year greater than 2 reporting periods in the past.  This is the first year you will be purchasing and retiring offsets for. |  |
| 39 | Is this year also your base year? If not, what is your base year? |  |
| **SERVICE CERTIFICATION** | | |
| 40 | What is the proposed functional unit?  For example: Kgs of CO2-e per billable hour |  |
| 41 | Describe the service variant(s)  For example: consulting services |  |
| 42 | Is your service opt-in? |  |
| 43 | Is your service cradle-to-grave or cradle-to-gate? |  |
| 44 | What is the estimated size of the carbon inventory?  • Less than or equal to 2,000 CO2-e  • Greater than 2,000 and less than or equal to 10,000 CO2-e  • Greater than 10,000 and less than or equal to 80,000 CO2-e  • Greater than 80,000 CO2-e  • Unknown at this time |  |
| 45 | Choose your reporting period.  • Financial Year (FY): 1 July to 30 June  • Calendar Year (CY): 1 January to 31 December |  |
| 46 | What year do you want to certify?  Must not be a year greater than 2 reporting periods in the past.  This is the first year you will be purchasing and retiring offsets for. |  |
| 47 | Is this year also your base year? If not, what is your base year? |  |
| **PRECINCT CERTIFICATION** | | |
| 48 | Describe the size and geographical location of the precinct |  |
| 49 | What is the estimated size of the carbon inventory?  • Less than or equal to 2,000 CO2-e  • Greater than 2,000 and less than or equal to 10,000 CO2-e  • Greater than 10,000 and less than or equal to 80,000 CO2-e  • Greater than 80,000 CO2-e  • Unknown at this time |  |
| 50 | Choose your reporting period.  • Financial Year (FY): 1 July to 30 June  • Calendar Year (CY): 1 January to 31 December |  |
| 51 | What year do you want to certify?  Must not be a year greater than 2 reporting periods in the past.  This is the first year you will be purchasing and retiring offsets for. |  |
| 52 | Is this year also your base year? If not, what is your base year? |  |
| **EVENT CERTIFICATION** | | |
| 53 | Describe the event  Include information about the event, its organisers, the role of the responsible entity and which parts of the event are intended to be included in the certification. |  |
| 54 | What is the event start and end date? |  |
| 55 | What is the event location(s)? |  |
| 56 | How many people are expected to attend the event?  • Less than or equal to 5,000 • Greater than 5,000 and less than or equal to 10,000 • Greater than 10,000 |  |
| 57 | What is the estimated size of the carbon inventory?  • Less than or equal to 2,000 CO2-e  • Greater than 2,000 and less than or equal to 10,000 CO2-e  • Greater than 10,000 and less than or equal to 80,000 CO2-e  • Greater than 80,000 CO2-e  • Unknown at this time |  |
| 58 | If your event reoccurs yearly and you intend to certify the event each year, please let us know. |  |
| **AFFILIATE TRADE MARK USAGE & ANNOUNCEMENT INFORMATION** | | |
| 59 | Will the Climate Active trade mark be used by anyone not legally connected to the responsible entity applying for this certification? |  |
| 60 | Describe the relationship and how they will use the trademark.  If a business is not legally connected to the entity (different ABN) an affiliate agreement may need to be signed. |  |
| 61 | Do you have an intended announcement date for your certification?  Please note: certification takes at least six weeks to complete, calculated from the date complete initial reports are submitted. Announcement dates are commonly made 4-6 months from the date this registration form is submitted to allow for the full application process to be completed. |  |
| **REGISTERED CONSULTANT INFORMATION**  (if applicable) | | |
| 62 | Have you engaged a registered consultant to complete your account? |  |
| 63 | Registered consultant organisation name and ABN |  |
| 64 | Registered consultant contact name |  |
| 65 | Registered consultant email |  |
| 66 | Registered consultant phone |  |